

MINUTES OF THE GENERAL MEETING OF THE BIGFORK COUNTY WATER AND SEWER DISTRICT

The General meeting of the Bigfork County Water and Sewer District was held on March 11, 2020 at the District office. President Lloyd Ross presided.

ATTENDEES:

Directors: Gene Helberg, Bob Keenan, Lloyd Ross
District Employees: Julie Spencer, Mimi Wildeman, Sergio Lopez
Engineering: Jeff Cicon P.E, Morrison Maierle
Public: None

READ AND APPROVE MINUTES:

The minutes of the February 12, 2020 General Board Meeting were reviewed for approval Keenan made a motion to approve the minutes Helberg seconded and it was unanimously.

RESOLVED, That the minutes of the February Board Meeting be approved as submitted

CONSENT AGENDA

Ross asked for discussion, no further discussion Keenan made a motion to approve, Helberg seconded, it was unanimously.

RESOLVED, That the Consent Agenda be approved

NEW BUSINESS- None

OLD BUSINESS

Operations Report- Ross asked for discussion. Lopez went over the report and explained the repairs needed at Sunset Lift Station and all the ongoing projects. Helberg made a motion to approve the Operators Report, Keenan seconded, and it was unanimously.

RESOLVED, That the Operators Report be approved as submitted

Engineering update, Jeff Cicon

Water System

- **Task Order #34: Ramsfield #4 Well Pump and Electrical Improvements** – The well pump control valve is causing a slight water hammer when the pump starts up. After discussing it with a service representative, we are recommending the valve be serviced since it has been sitting idle since 2014.
- **Task Order #37: Water Tank and Transmission Line Project:**
 - The Bond Election passed with a 61.3% approval (60% was needed because turnout was 37.3%).

- Morrison-Maierle met with the District on March 4 to discuss the schedule, review the project budget, and discuss the overall project. The District would like to complete the standpipe rehabilitation portion of the project this summer.
- Task Order #37 is attached for the Board's consideration. The scope of this task includes the design, bidding, and construction inspection/administration for the Standpipe Rehabilitation Project. It also includes the design for the Water Tank and Transmission Main Project (note: bidding, construction/inspection will be determined for the Water Tank and Transmission Main at a later date).

Action Item: Task Order #37 for Design, Bidding, and Construction Services for the Standpipe Rehabilitation Project. The Board has the following options:

1. *Approve Task Order #37 for Design, Bidding, and Construction Services.*
2. *Table the project for consideration at a later Board Meeting.*
3. *Other as recommended by the Board.*

Ross asked for discussion, no further discussion Keenan made a motion to approve Task Order #37, Helberg seconded, it was unanimously.

RESOLVED, That the Task Order #37 be approved

- A bond anticipation note will be necessary to pay for the standpipe rehabilitation project. Morrison-Maierle is working with Bond Council to secure this note.

Wastewater System

- **Task Order #36: Bay Sewer Replacement Project**

- A funding coordination call was held on February 12. Startup conditions have been met for all funding programs (some funding sources are working through their internal processes).

(Continued next page)

- **Task Order #36: Bay Sewer Replacement Project** (continued from previous page)

- We reviewed the updated cost estimate with the District and will be submitting a revised project budget to SRF. The original scope of the project is estimated to come in on budget. However, the replacement of the gravity sewer line in Osborn Avenue will require additional funds from SRF. The plan is to bid this portion as an alternate that the District can evaluate after bids come in. Morrison-Maierle will update the overall budget and submit to SRF.
- The project was submitted to Montana DEQ on February 12. Once review comments are received, we will incorporate these comments into the design and finalize bidding documents.
- Proposed easement documents have been reviewed by the District and Bond Council. Morrison-Maierle will begin sending out these documents to the property owners.
- The District will work with Prunty at the County Public Works office to cost share in the paving of Electric Avenue and Osborne Avenue.

Development Review

- The Settlement Subdivision – Julie and I met with Justin Ahmann on February 18 to discuss approval of the subdivision. The biggest issue right now is the capacity of the North Sewer when all lift stations are operating simultaneously (such as after a power outage). I created a quick water model to ensure the pumps are sized appropriately. I have responded to Justin with a request for additional analysis.
- Saddlehorn No. 11 – No update.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction Helberg & Cahill

- *Standpipe Water Tank*- Engineers Report
- *G O Bond Letter Approval*- Official Canvas for Special Election- Election Results certified true and accurate record of votes cast and counted for the Special Mail Ballot Election.
- *Eagle Bend Golf Club, LLC Course Pro-Shop/ Grille (Golf North West)*- Ross asked for discussion, Helberg made a motion that the Eagle Bend Recovery Project, any labor and materials that Bigfork Water & Sewer provide now and, in the future, will be billed out to the Golf Course. All temporary plant investment fees will be waived but any new permanent hookup fees will be charged out accordingly. Kean seconded and it was unanimously.

RESOLVED, That the Eagle Bend (*Golf North West*)- Recovery Project, any labor and materials that Bigfork Water & Sewer provide now and, in the future, will be billed out to the Golf Course. All temporary plant investment fees will be waived but any new permanent hookup fees will be charged out accordingly be approved as submitted

- *Water Tank Logo*- Spencer will contact the Planning and Zoning to see if there are any rules on adding a LOGO to the Standpipe, we will contact different groups in Bigfork to see if anyone is interested in taking it on.
- *Office Expansion*- Helberg brought the topic of the need for an office expansion due to the lack of space. It was decided to investigate contractors that may be interested and getting quotes to see if it is feasible. He will bring it back to the Board for further discussion and a vote.

Purchase of Additional CD Investment –..... Price & Ross

- Investments are reinvested on six-month rotation

Employee Insurance, Compensation & Certification & Safety Helberg & Keenan

- *MACO Attorney* – Information only
- *Employee Handbook**
- *Health Insurance Resolution #97*- Ross called for discussion, Keenan made a motion to approve, Helberg seconded, it was unanimously.

RESOLVED, That the Resolution #97 be approved

Pretreatment Regulations *Cahill & Price*

- None

Budget & Rate Structure *Helberg & Ross*

- No Update

Rules & Regulations *Cahill & Price*

Farmland..... *Helberg, Cahill*

- Helberg stated that approximately 80 acres of Winter Wheat have been planted
- Helberg showed the Board a picture of the Sludge Truck and stated it is on order.
- The new service truck will be in Kellogg approximately the last week of March and ready in the beginning of April.

COMMUNICATIONS

ADJOURNMENT

Ross called for a motion to adjourn. Keenan moved, Helberg seconded, and it was unanimously
RESOLVED that the public meeting be adjourned at 2:25 p.m.

Secretary, Mimi Wildeman

Minutes approved by:

President Lloyd Ross